



POST- EMERGENCY DEESCALATION

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I. PURPOSE

This directive describes the de-escalation procedures and post-occurrence duties of the department at the end of a civil emergency.

II. DE-ESCALATION PROCEDURES

It is not uncommon for the recovery period following a civil emergency to extend several weeks, during which police resources are engaged in a variety of tasks. Care must be exercised in phasing down field forces to ensure an orderly transition from mobilization to routine activity.

A. Objectives of De-Escalation

- 1. To ensure that further problems or civil disorders will not occur.
- 2. To ensure that control of the situation is maintained.
- 3. Lessening of community tension and inconvenience.
- 4. Demobilization of the field forces and return to normal patrol.

B. Responsibility for De-Escalation

The senior ranking police officer at the command post will initiate de-escalation/demobilization activities when authorized to do so by the Incident Commander.

C. Guidelines for De-Escalation

The Incident Commander or senior ranking police officer on the emergency scene will ensure that the following de-escalation procedures are accomplished:

- 1. Cancel mutual aid requests
- 2. Debrief all securing personnel as to the following:
 - a. Arrests made
 - b. Disposition of prisoners
 - c. Disposition of recovered property
 - d. Reports due

3. Record all securing personnel under Police Department command by means of a roster. Record the following:
 - a. Full name
 - b. Rank
 - c. Agency
 - d. Identification number
 - e. Date and time dismissed from assignment
 - f. Name and ID number of dismissing official
4. Relieve personnel in the following order:
 - a. Police personnel from outside agencies
 - b. Investigations personnel on overtime (except those conducting active investigations)
 - c. Officers held over on extended shifts, beginning with those on duty the longest, to the current shift personnel
 - d. Sworn and civilian support personnel
 - e. Reserve officers
 - f. Supervisors
 - g. Command staff
5. Match the names on the roster of securing personnel with names on assignment rosters to ensure that all personnel are accounted for
6. Recover and inventory issued equipment, weapons, and vehicles
7. Collect all command post data: radio logs, arrest logs, chronology, status board information, assignment rosters
8. Forward copy of arrest log to Central Records
9. Coordinate realignment of field forces with Field Operations Bureau commander to meet service demands
10. Make appropriate notifications when command post is secured
11. Collect, verify and organize all incident data (nature of incident, arrests, actions taken, deaths, damage) for preparation of incident critique

III. AFTER-ACTION SUMMARY

The Incident Commander is responsible for filing an executive summary of the operation upon its conclusion, detailing all personnel and material resources employed or expended, all rescue and enforcement actions taken and their degree of success or failure, and an overall critique of the incident. Information for this summary will be available from records prepared by the recording officer. Appointment of a recording officer is essential to the completion of this requirement. The recording officer is responsible for recording relevant activities and communications to and from the command post, and for assisting the Incident Commander in preparing after-action reports. In addition, the Incident Commander will complete and submit an Event/Incident Cost Analysis form (PD 70).

IV. CRITIQUE

- A. Within five days of resolution of the civil emergency, the commander of the Field Operations Bureau will appoint a review panel to conduct a critique of the incident. The commander of the Technical Services Bureau will chair the panel. The composition of the panel is at the discretion of the Field Operations Bureau commander.
- B. The purpose of the critique process is to evaluate the field response to the emergency with a view toward identifying methods for enhancing officer safety, preventing injuries, and improving efficiency.

- C. The review panel is not established to replace or discourage incident critique or review by field commanders.
- D. The results of the incident critique will be forwarded in writing to the Chief of Police within ten days of completion of the review process.
- V. **PROPONENT UNIT:** Management Planning Section.
- VI. **CANCELLATION:** This directive cancels Article 23, Sections 23.7, 23.7.1 & 23.7.2.
Prior date: 04-30-94.